

Spring 2013 Confidential Test Irregularity Report

This form is intended only for parents, concerned community members, and school personnel who are more comfortable submitting the report themselves rather than through their System Test Coordinator.

In most cases, school personnel should follow the test irregularity report procedures through their system test coordinator.

Instructions

Please complete the attached CRT test irregularity report.

- Any concern about breaches in test security, testing irregularities, and/or noncompliance with test administration procedures must be reported immediately to the school principal/authorized representative, System Test Coordinator, and OPI by phone or in person within three days of the incident. The district superintendent should also be notified.
- The Testing Irregularity Report (TIR) is to be completed within five days of the incident. REMINDER: If you are school personnel, please complete this process in collaboration with your system test coordinator, unless you fear possible ramifications for reporting an incident.
- If additional time is necessary, the reporting individual should call the State Assessment Director to request an extension.

Please respect student privacy

- DO NOT include any student's name anywhere on the report.
- DO NOT save the file by the student's name.

Mail or FAX

Please mail or fax the completed form to:

Judy Snow, OPI State Assessment Director,
P.O. Box 202501
Helena, MT 2501
FAX to 406-444-0743

If you have questions, please contact:

- Judy Snow, State Assessment Director, 406-444-3656 or jsnow@mt.gov
- Ashley Makowski, Administrative Assistant, 406-444-3511 or amakowski@mt.gov
- Yvonne Field, Assessment Specialist, 406-444-0748 or yfield@mt.gov

Irregularity Report

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General Information					
All school and system personnel involved in the administration of the CRT and the CRT-Alternate and the accompanying materials must report immediately any violation or suspected violation of test security, administration policies and guidelines, and/or confidentiality. School or system staff should notify their System Test Coordinator and School Principal if they witness or suspect an irregularity has occurred. The System Test Coordinator should notify OPI within 3 days by telephone or email and should complete the online form within 5 days.					
School System Number	School Code Number	Date of Incident	Test	Has OPI Been contacted	
				<input type="checkbox"/>	
Person Completing Report				Grade	
Content Area					
Describe the Incident					
Describe the Handling of the Incident					
Educators Involved					
Student State ID			Student Test Form Number		